

Thursday, April 19, 2018

Part-Time Office Assistant Wanted (Jersey City)

Company: The Kennedy Dancers, Inc.
Location: Jersey City, NJ
Compensation: To be determined.

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Kennedy Dancers, Inc.

A non-profit organization and dance studio is seeking an astute and reliable Part-Time Office Assistant to join our team! You will perform clerical and administrative functions in order to drive our dance school's success.

Responsibilities, include, but are not limited to:

- Draft correspondence and other documents
- Plan and schedule appointments and events
- Greet and assist onsite guests
- Answer inbound telephone calls
- Develop and implement organized filing systems
- Receive payments and record transactions accordingly
- Take attendance for classes and maintain attendance records accurately
- Perform other general and routine office tasks

Qualifications:

- Must have a minimum of two years office experience
- Possess a congenial personality
- Be able to prioritize and multitask
- Excellent written and verbal communication skills
- Strong attention to detail and organizational skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Overall computer literacy
- Preferred experience working in a dance studio, but not required
- Must be animal-friendly/no pet allergies; therapy cats on premises
- CANDIDATE MUST BE PROMPT & RELIABLE

Hours:

- Wednesday to Friday: 2pm to 7:30pm
- Saturday: 9:30am to 2:30pm
- Summer Camp (Saturdays beginning 7/9/18 to 8/10/18): 8am to 5pm

Interested parties must email resume and three professional references for consideration.

Compensation dependent upon experience. Possibility for position to grow to full-time.

No phone calls or drop-ins, please!

The Kennedy Dancers, Inc.
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For more information:
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[< back](#)

[previous listing](#) • [next listing](#)